

MANSFIELD TOWNSHIP REORGANIZATION MEETING    JANUARY 1, 2010

This is the Reorganization Meeting of the Township Committee. The notice requirements of the law have been satisfied for this meeting by notice to the Star-Gazette and the Express Times and posting in the Municipal Building, stating the time, date and location thereof.

Meeting called to order by Mayor Jewell, at 12:00 noon with the following Committee present:  
Mr. Tomaszewski, Mr. Watters, Ms. Nerbak, Mayor Jewell

Salute to the flag was done by all.

Dena Hrebenak read the Certification of Election for Joseph Watters as Township Committee Member for a term of three (3) years.

Dena Hrebenak conducted the swearing in ceremony and Oath of Office for Joseph Watters as Township Committee member.

ELECTION OF MAYOR:

BE IT RESOLVED, that Ted Tomaszewski be appointed Mayor of the Township of Mansfield for the year 2010.

Mr. Jewell moved the foregoing resolution for adoption, Mr. Watters seconded the motion.

Ayes – Mr. Tomaszewski, Mr. Watters, Ms. Nerbak, Mayor Jewell

Abstained – None

Nay – None

Absent- Mr. Baldwin

Dena Hrebenak conducted the swearing in ceremony and Oath of Office for Ted Tomaszewski as Mayor of the Township of Mansfield for the year 2010.

DEPUTY MAYOR:

BE IT RESOLVED, that Robert Jewell be appointed Deputy Mayor of the Township of Mansfield for the year 2010.

Ms. Nerbak moved the forgoing resolution for adoption, Mr. Watters seconded the motion.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski

Abstained – None

Nay – None

Absent- Mr. Baldwin

Dena Hrebenak conducted the swearing in ceremony and Oath of Office for Robert Jewell as Deputy Mayor of the Township of Mansfield for the year 2010.

Mayor Tomaszewski conducted the Swearing In Ceremony of Patrolman Joseph Bigg and Patrolman David Chudy.

Ms. Nerbak made a motion hire Joel Kobert, of Courter, Kobert, and Cohen as Township Attorney for the year 2010, which was seconded by Mr. Jewell.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski

Abstained – None

Nay – None

Absent- Mr. Baldwin

## **RESOLUTION 2010-01**

### **TOWNSHIP OF MANSFIELD**

### **WARREN COUNTY, NEW JERSEY**

WHEREAS, there exists a need for the service of a Township Attorney in the Township of Mansfield for legal services and advice to the Mayor and Township Committee; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:1 1-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, in the County of Warren as follows:

1. The agreement with **Joel Kobert** with the law office of **Courter, Kobert, & Cohen** is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:1 1-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law. A copy of the Agreement is on file for inspection with the Clerk of the Township of Mansfield.

2. A notice of this action shall be printed once in the Star-Gazette.

Ms. Nerbak moved resolution 2010-01 for adoption, Mr. Watters seconded the motion.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski

Abstained – None

Nay – None

Absent- Mr. Baldwin

Mr. Watters made a motion to hire Drew DiSessa, of Criterium-DiSessa Engineers, as Township Engineer for a one year term to expire 12/31/2010, which was seconded by Mayor Tomaszewski.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski

Abstained – None

Nay – None

Absent- Mr. Baldwin

## **RESOLUTION 2010-02**

### **TOWNSHIP OF MANSFIELD**

### **WARREN COUNTY, NEW JERSEY**

WHEREAS, there exists a need for the service of a Township Engineer and in the Township of Mansfield for engineering and zoning services; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:1 1-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, in the County of Warren as follows:

1. The agreement with Drew DiSessa, with the Engineering Office of **Criterium-DiSessa Engineers** is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:1 1-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law. A copy of the Agreement is on file for inspection with the Clerk of the Township of Mansfield.

2. A notice of this action shall be printed once in the Star-Gazette.

Mr. Jewell moved resolution 2010-02 for adoption, Mr. Watters seconded the motion.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski

Abstained – None

Nay – None

Absent- Mr. Baldwin

## **RESOLUTION 2010-03**

### **APPOINTMENTS TO CERTAIN MUNICIPAL OFFICES AND POSITIONS FOR THE YEAR 2010:**

BE IT RESOLVED, that the following persons be and each is hereby appointed for a period of one (1) year commencing January 1, 2010 to the following respective municipal offices and/or positions of the Township of Mansfield:

Court Administrator	Jerilynn Harris
Deputy Court Administrator/ Court Assistant	Vera Hart
Violation Clerks	Rosemarie Hoover Judith Casella
Alternate Court Administrator	Virginia Cortese Lisa Rudd
Deputy Tax Collector	Andrew Coppola Joann Fascenelli
Deputy Treasurer	Rebecca Harm
Deputy Clerk/Deputy Registrar	April McGarity
Recreation Assistant Supervisor	Steven Hedges
Machinery Operators	Everett Cox Keith Beam Edward Watters John Tate Ronald Richardson Harry Appleby, Jr.
Public Works Assistant	Jennifer Hikade
Animal Control Officer	Tim Norton
Tax Assessor Assistant	Jennifer Hikade
Planning Board Secretary	Patti Zotti
Website Administrator	Dena Hrebenak
Certified List Officer	Bernard Murdock
Police Secretary	Joan Kries
Recreation Administrative Assistant	Joan Kries

Ms. Nerbak moved the passage of Resolution 2010-03 for adoption, Mr. Watters seconded the motion.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski  
Abstained – None  
Nay – None  
Absent- Mr. Baldwin

OFFICE ON AGING:

Mayor Tomaszewski appointed Margaret Dickerson as Mansfield Township Office on Aging Representative for the year 2010.

Ms. Nerbak moved to concur in said appointment, seconded by Mr. Jewell.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski  
Abstained – None  
Nay – None  
Absent- Mr. Baldwin

Mayor Tomaszewski appointed Margaret Dickerson, Senior Citizens Coordinator for the year 2010.

EMERGENCY MANAGEMENT DIRECTOR:

BE IT RESOLVED, that Robert Griffith, be appointed Emergency Management Director for a term to begin 1/1/2010 through 12/31/2012.

Moved by Ms. Nerbak, and seconded by Mr. Watters.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski  
Abstained – None  
Nay – None  
Absent- Mr. Baldwin

BE IT RESOLVED, that Scott Hammel be appointed Deputy Emergency Management Director for a term to begin 1/1/2010 through 12/31/2010.

Moved by Mr. Watters, and seconded by Ms. Nerbak.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski  
Abstained – None  
Nay – None  
Absent- Mr. Baldwin

RECYCLING COORDINATOR AND CLEAN COMMUNITIES COORDINATOR:

BE IT RESOLVED, that Joann Fascenelli be appointed Recycling Coordinator and Clean Communities Coordinator for the Township of Mansfield for the year 2010.

Ms. Nerbak moved the foregoing appointment, Mr. Watters seconded the motion.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski

Abstained – None

Nay – None

Absent- Mr. Baldwin

#### RESOLUTION 2010-04

#### TOWNSHIP COMMITTEE SUBORDINATE COMMITTEES AND APPOINTMENTS

BE IT RESOLVED, that the following subordinate committees be established and chaired as follows for the year 2010:

	<u>CHAIR PERSON</u>	<u>VICE CHAIR PERSON</u>
Municipal Alliance	Ellen Nerbak	
Public Buildings Public Works	George Baldwin	Ted Tomaszewski
Shared Services	George Baldwin	Ellen Nerbak
Police & Safety	Ted Tomaszewski	Robert Jewell
Fire & Emergency Management	Robert Jewell	Joseph Watters
Recreation	Ellen Nerbak	George Baldwin
Environmental Comm.	Robert Jewell	Joseph Watters
Finance	Robert Jewell	Joseph Watters
Judiciary	George Baldwin	Ted Tomaszewski
Personnel	Joseph Watters	Robert Jewell
School Liaison	Ted Tomaszewski	Joseph Watters

Economic & Industrial  
Dev. Advisory Council

Ellen Nerbak

George Baldwin

Open Space

Ted Tomaszewski

Ellen Nerbak

Mr. Jewell moved the passage of Resolution 2010-04 for adoption, Mr. Watters seconded the motion.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski

Abstained – None

Nay – None

Absent- Mr. Baldwin

#### ENVIRONMENTAL COMMISSION APPOINTMENTS:

Mayor Tomaszewski appointed Kathie Todd as a member of the Environmental Commission for a three year term, which expires 12/31/12.

Mayor Tomaszewski appointed James McMekin as a member of the Environmental Commission for a three year term, which expires 12/31/12.

Mayor Tomaszewski appointed Orson Kirk as member for the Environmental Commission for a three year term, which expires 12/31/12.

Ms. Nerbak moved to concur in said appointments, Mr. Watters seconded the motion.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski

Abstained – None

Nay – None

Absent- Mr. Baldwin

#### LAND USE BOARD APPOINTMENTS:

Mayor Tomaszewski appointed himself as the Class I Member to the Mansfield Township Planning Board term to expire 12/31/10.

Mayor Tomaszewski appointed William Mannon as the Class II Member to the Mansfield Township Planning Board term to expire 12/31/10.

Mayor Tomaszewski appointed Joseph Watters as a Class III member to the Mansfield Township Planning Board term to expire 12/31/10.

Mayor Tomaszewski appointed Phil Hazen as a Class IV member to the Mansfield Township Planning Board term to expire 12/31/13.

Mayor Tomaszewski appointed Richard Meyers as a Class IV member to the Mansfield Township Planning Board term to expire 12/31/13.

Mayor Tomaszewski appointed Rosemarie Hight as a 1<sup>st</sup> Alternate to the Mansfield Township Planning Board term to expire 12/31/10.

Mayor Tomaszewski appointed David Spender as a 2<sup>nd</sup> Alternate to the Mansfield Township Planning Board term to expire 12/31/10.

Mayor Tomaszewski appointed Cynthia McGuiness, as a 3<sup>rd</sup> Alternate to the Mansfield Township Planning Board term to expire 12/31/10.

Mayor Tomaszewski appointed Robert Smith, as a 4<sup>th</sup> Alternate to the Mansfield Township Planning Board term to expire 12/31/10.

OPEN SPACE, FARMLAND PRESERVATION, CONSERVATION, HISTORICAL AND RECREATION ADVISORY COMMITTEE:

Mayor Tomaszewski appointed Ted Tomaszewski to serve as a Township Committee representative member for a 2 year term which will expire 12/31/11.

Mayor Tomaszewski appointed Diane Margolin to serve as a Recreation Commission representative member for a 2 year term which will expire 12/31/11.

Mayor Tomaszewski appointed Robert Smith to serve as a Historic Sites Representative member for a 1 year term which will expire 12/31/10.

Mayor Tomaszewski appointed Glen Todd to serve as an Environmental Commission representative member for a 1 year term which will expire 12/31/10.

Mayor Tomaszewski appointed James Bensco to serve as a Citizen member for a 1 year term which will expire 12/31/10.

Mayor Tomaszewski appointed Guy Baggerly to serve as a Citizen member for a 1 year term which will expire 12/31/10.

Mr. Watters moved to concur with said appointment, Mr. Jewell seconded the motion.

Ms. Nerbak stated that she was pleased with the service that was provided to the township by Mr. Appleby and Mrs. Mayberry and is not happy that we are not reappointing them to the Open Space Committee.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski

Abstained – None

Nay – None

Absent- Mr. Baldwin



WARREN COUNTY SOLID WASTE ADVISORY COUNCIL:

Mayor Tomaszewski appointed Ellen Nerbak to the Warren County Solid Waste Advisory Council for a one year term, which expires 12/31/10.

Mr. Jewell moved to concur with said appointment, Mr. Watters seconded the motion.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski

Abstained – None

Nay – None

Absent- Mr. Baldwin

MUNICIPAL ALLIANCE:

Mayor Tomaszewski named the following members of the Municipal Alliance for the Township of Mansfield:

Susanna Olson, Irene Sisco, Nadie Hill, Glen Hydock, Ellen Nerbak, Suyling Heurich, Marguerite Simpkins, Bee Garrison, Lauri Favreau

Mr. Watters moved to concur with said appointment, Ms. Nerbak seconded the motion.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski

Abstained – None

Nay – None

Absent- Mr. Baldwin

RECREATION COMMISSION:

Ms. Nerbak stated that the people being appointed are commissioners and are not for a specific sport.

Mayor Tomaszewski appointed Glen Wilkinson as Commissioner for a five year term which will expire 12/31/2014.

Mayor Tomaszewski appointed Greg Barry as Commissioner for a five year term which will expire 12/31/2014.

Ms. Nerbak moved to concur with said appointment, Mr. Jewell seconded the motion.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski

Abstained – None

Nay – None

Absent- Mr. Baldwin

## RESOLUTION 2010-05

### CASH MANAGEMENT PLAN

#### **CASH MANAGEMENT PLAN OF THE TOWNSHIP OF MANSFIELD IN THE COUNTY OF WARREN, NEW JERSEY**

##### **I. STATEMENT OF PURPOSE.**

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits ("Deposits") and investment ("Permitted Investments") of certain public funds of the Township, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest or dividend bearing accounts or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

##### **II. CASH MANAGEMENT POLICY**

**A. Objectives:** The priority of investing policies shall be, in order of descending importance, security, liquidity, and yield.

(1) **Security:** The safety of principal is the foremost objective of the cash management plan. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective is to mitigate credit risk and interest rate risk.

(2) **Credit Risk:** Credit risk is the risk of loss due to failure of the security issuer or backer. Credit risk may be mitigated by:

- (a) Limiting investments to the safest types of securities.
- (b) Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which an entity will do business.
- (c) Diversifying the investment portfolio so that potential losses on individual securities will be *minimized*.

3) **Interest Rate Risk:** Interest rate risk is the risk that the market value of the securities in the portfolio will fall due to changes in general interest rates. Interest rate risk may be mitigated by:

- (a) Structuring the investment portfolio so that securities mature to meet cash

requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and

- (b) By investing operating funds primarily in shorter-term securities.

(4) Liquidity: The investment portfolio must remain sufficiently liquid to meet all structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity).

(5) Yield: The investment portfolio must be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objective described above.

## **B) Standards of Care**

### **(1) Prudence**

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio in accordance with the State Law and this policy. The Chief Financial Officer, acting in accordance with written procedures and this cash management plan and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of the cash management plan and policy.

Investments shall be made with the judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

### **(2) Ethics and Conflicts of Interest**

The designated officials involved in the investment process shall not have personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Actions of individuals involved in administering the cash management plan shall be governed by the Local Government Ethics Law. They shall disclose any personal financial investment positions that could be related to the performance of the investment portfolio. The designated officials shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Township.

(3) Delegation of Authority

Authority to manage the cash management plan is granted to the Chief Financial Officer pursuant to N.J.S.A. 40A:5-14. Responsibility for the operation of the cash management plan is hereby delegated to the Chief Financial Officer. No person may engage in an investment transaction except as provided under the terms of the policy and the written procedures established by the Chief Financial Officer. The Chief Financial Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

**III. AUTHORIZED INVESTMENTS.**

**A. Authorized Depositories:**

The following institutions are hereby authorized to serve as the primary banks for deposits:

PNC Bank  
Skylands Bank

The following institutions are hereby authorized to serve as the primary banks for escrow deposits:

Skylands Bank  
Commerce Bank  
PNC Bank

**B. Investment of Idle Funds**

Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest excess public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

- (1) Certificates of Deposit in any other institution presenting a GUDPA certificate may be used and approved as a depository by the governing body;
- (2) Government money market mutual funds in any other institution presenting a GUDPA certificate may be used and approved as a depository by the governing body;
- (3) The New Jersey State Cash Management Fund.

**IV. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN.**

To the extent that any Deposit or Permitted Investment involves a document or security

which is not physically held by the Township, then such instrument or security shall be covered by all custodial agreements with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Township to assure that there is not unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to insure that such Permitted Investments are either received by the Township or by a third party custodian prior to or upon the release of the Township's funds.

To assure that all parties with whom the Township deals with by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of the Plan in writing, a copy of which shall be on file with the Designated Officials.

**V. REPORTING REQUIREMENTS:**

On the first day of each month during which this Plan is in effect, the Designated Officials referred to above shall supply to the governing body of the Township a written report of any Deposits of Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the Township as a Deposit of a Permitted Investment.
- B. The earned income on such Deposits or Permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Township.

**VI. TERM OF PLAN.**

This Plan shall be in effect from January 1, 2010 to December 31, 2010. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Township committee, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

Mr. Watters moved to approve the passage of Resolution 2010-05, Mr. Jewell seconded the motion.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski  
Abstained – None  
Nay – None  
Absent- Mr. Baldwin

#### RESOLUTION 2010-06

##### OFFICIALS AUTHORIZED TO SIGN CHECKS AND WARRANTS

BE IT RESOLVED, that each check and warrant of the Township be signed by two of the following and that they hereby are authorized to sign same.

1. Mayor, Ted Tomaszewski
2. Township Clerk, Dena Hrebenak
3. Chief Financial Officer, Andrew Coppola.

Mr. Jewell moved to approve the passage of Resolution 2010-06, Mr. Watters seconded the motion.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski  
Abstained – None  
Nay – None  
Absent- Mr. Baldwin

#### RESOLUTION 2010-07

##### TAX SEARCH OFFICER

BE IT RESOLVED, that Rebecca Harm be the official Tax Search Officer for the Township of Mansfield for 2010.

Mr. Watters moved resolution 2010-07 for adoption, Mr. Jewell seconded the motion.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski  
Abstained – None  
Nay – None  
Absent- Mr. Baldwin

#### RESOLUTION 2010-08

##### ASSESSMENT SEARCH OFFICER:

BE IT RESOLVED, that Dena Hrebenak be the official Assessment Search Officer for the Township of Mansfield for the year 2010.

Ms. Nerbak moved resolution 2010-08 for adoption, Mr. Jewell seconded the motion.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski

Abstained – None

Nay – None

Absent- Mr. Baldwin

#### ZONING OFFICER AND DEPUTY ZONING OFFICER:

Mayor Tomaszewski appointed Drew DiSessa, of Criterium-DiSessa Engineers, Zoning Officer and Deputy Zoning Officer of the Township of Mansfield for a term of one year.

Mr. Jewell moved to concur with said appointment, Mr. Watters seconded the motion.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski

Abstained – None

Nay – None

Absent- Mr. Baldwin

#### BOND COUNCIL:

Mayor Tomaszewski appointed John Draikiwicz from the firm of Gibbons P.C.

Mr. Watters moved to concur with said appointment, Mr. Jewell seconded the motion.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski

Abstained – None

Nay – None

Absent- Mr. Baldwin

#### RESOLUTION 2010-09

##### RESOLUTION

J. BRETT MORROW AS MUNICIPAL PROSECUTOR, STEVEN DUNBAR AS PUBLIC DEFENDER FOR THE TOWNSHIP OF MANSFIELD

WHEREAS, the position of Municipal Prosecutor, and Public Defender are filled by persons providing services; and

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, Warren County, New Jersey as follows:

That, J. Brett Morrow be appointed Prosecutor, Steven Dunbar be appointed Public Defender for the year 2010.

Ms. Nerbak moved resolution 2010-09 for adoption, Mr. Jewell seconded the motion.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski

Abstained – None

Nay – None

Absent- Mr. Baldwin

#### RESOLUTION 2010-10

#### RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY, FIXING THE RATE OF INTEREST TO BE CHARGED ON DELINQUENT TAXES OF ASSESSMENTS

WHEREAS, N.J.S.A.54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for non-payment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law; and

WHEREAS, N.J.S.A.54:4-67 has been amended to permit the fixing of said rate of 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00 and allows an additional penalty of 6% be collected against a delinquency in excess of \$10,000.00 on properties that fail to pay the delinquency prior to the end of the calendar year.

NOW, THEREFORE, BE RESOLVED, by the Mayor and Township Committee of the Township of Mansfield, County of Warren, State of New Jersey as follows:

1. The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of taxes becoming delinquent after due date and 18% per annum on any amount of taxes in excess of \$1,500.00 becoming delinquent after due date and if a delinquency is in excess of \$10,000.00 and remains in arrears beyond December 31<sup>st</sup>, an additional penalty of 6% shall be charged against the delinquency
2. Effective January 1, 2010 there will be a ten (10) day grace period of quarterly tax payments made by cash, check or money order.
3. Any payments not made in accordance with paragraph two of this resolution shall be charged interest from the due date as set forth in paragraph one of this resolution.
4. This resolution shall be published in its entirety once in an official newspaper of the Township of Mansfield.
5. A certified copy of this resolution shall be provided by the Township Clerk to the Tax Collector, Township Attorney and Township Auditor for the Township of Mansfield.

Mr. Watters moved resolution 2010-10 for adoption, Ms. Nerbak seconded the motion.



Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski  
Abstained – None  
Nay – None  
Absent- Mr. Baldwin

#### RESOLUTION 2010-11

##### RESOLUTION AUTHORIZING THE TAX COLLECTOR TO CONDUCT A TAX LIEN SALE

WHEREAS, there remains on the records and books of the Township of Mansfield delinquent taxes, water and other municipal charges owing as of December 31, 2009; and

WHEREAS, the statutes of the State of New Jersey expressly N.J.S.A.54:5 et seq, provide for the enforcement and collection of such delinquencies through a tax lien sale; and

WHEREAS, the Tax Collector is empowered by statute to conduct and preside over the sale of the liens.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield that the Tax Collector is hereby authorized to conduct the annual tax sale of prior year delinquencies on or before December 31, 2010.

Mr. Watters moved resolution 2010-11 for adoption, Mr. Jewell seconded the motion.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski  
Abstained – None  
Nay – None  
Absent- Mr. Baldwin

#### RESOLUTION 2010-12

##### RESOLUTION SMALL BALANCE REFUND

WHEREAS, the State of New Jersey allows a Municipal Employee to process the cancellation of any property tax refund or delinquencies of less than \$5.00; and

WHEREAS, the Municipal employee allowed to process the cancellation shall be the tax collector.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield hereby authorizes the tax collector of the Township of Mansfield to process the cancellation of any property tax refund or delinquency of less than \$5.00.

Ms. Nerbak moved resolution 2010-12 for adoption, Mr. Jewell seconded the motion.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski  
Abstained – None  
Nay – None  
Absent- Mr. Baldwin

#### RESOLUTION 2010-13

##### OFFICIAL NEWSPAPER

BE IT RESOVED, that the Star-Gazette and Express Times be designated as official newspapers for the Township of Mansfield for 2010.

Mr. Jewell moved resolution 2010-13 for adoption, Mr. Watters seconded the motion.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski  
Abstained – None  
Nay – None  
Absent- Mr. Baldwin

#### RESOLUTION 2010-14

##### LAND USE BOARD CERTIFICATION OF SUBDIVISION OF LANDS

BE IT RESOLVED, that office of the Municipal Clerk, pursuant to the provisions of N.J.S.A. 40:55D-56, be appointed the official to issue certifications as to the approval of subdivisions of land or lands in the Township of Mansfield for 2010.

Mr. Watters moved resolution 2010-14 for adoption, Mr. Tomaszewski seconded the motion.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski  
Abstained – None  
Nay – None  
Absent- Mr. Baldwin

#### RESOLUTION 2010-15

##### SUNSHINE LAW– MEETING DATES

BE IT RESOLVED, that the regular monthly meetings of the Township Committee be held on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month at 7:30 p.m.

##### MANSFIELD TOWNSHIP COMMITTEE SCHEDULE OF 2010 MEETINGS

LOCATION: MUNICIPAL BUILDING, 100 PORT MURRAY ROAD  
PORT MURRAY, NEW JERSEY

DATE	TYPE OF MEETING	LOCATION	TIME
January 13	Regular Meeting	Meeting Room	7:30 p.m.
January 27	" "	" "	"
February 10	" "	" "	"
February 24	" "	" "	"
March 10	" "	" "	"
March 24	" "	" "	"
April 14	" "	" "	"
April 28	" "	" "	"
May 12	" "	" "	"
May 26	" "	" "	"
June 9	" "	" "	"
June 23	" "	" "	"
July 14	" "	" "	"
July 28	" "	" "	"
August 11	" "	" "	"
August 25	" "	" "	"
September 8	" "	" "	"
September 22	" "	" "	"
October 13	" "	" "	"
October 27	" "	" "	"
November 10	" "	" "	"
November 23	" "	" "	"
December 8	" "	" "	"
December 22	" "	" "	"

Note: Caucus Work Session held at 7:15 p.m. in the executive office and immediately following the completion of the regular meeting.

Ms. Nerbak moved resolution 2010-15 for adoption, Mr. Jewell seconded the motion.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski

Abstained – None

Nay – None

Absent- Mr. Baldwin

#### RESOLUTION 2010-16

RESOLUTION AUTHORIZING THE TAX ASSESSOR AND LEGAL COUNSEL  
TO FILE AND PROSECUTE ROLL BACK TAX COMPLAINTS,  
COMPLAINTS TO CORRECT ERRORS IN ASSESSMENTS AND  
COMPLAINTS FOR ADDED/OMITTED  
ASSESSMENTS AS THE CASE MAY BE FOR 2010

WHEREAS, the County Tax Board has issued a ruling requiring a Resolution by the Mayor and Township committee or Council of each municipality of the county of Warren by its Administrator, Melissa Pritchett; and

WHEREAS, the Administrator requires that the Mayor and Members of the Governing Body of each municipality in the County of Warren, in order to file Municipal roll back complaints, correct errors or file added, omitted and added/omitted complaints, adopt a resolution allowing the Assessor in the Municipality and the Municipal Attorney or any member of the firm, to file and prosecute said complaints.

NOW, THEREFORE, BE IT RESOLVED, on this 1<sup>st</sup> day of January 2010 by the Township Committee of the Township of Mansfield, in the county of Warren and State of New Jersey, that Bernard Murdock, as Tax Assessor for the Township of Mansfield, the Municipal Attorney, Joel Kobert, as Attorney for the township, are hereby authorized to file, prosecute, defend, stipulate, modify, agree upon and otherwise perform the duties which are required of said Assessor and Attorney, in the process of prosecution and/or filing of said Roll Back Tax Complaints, complaints to correct errors in assessments, for added assessments, omitted assessments and added/omitted assessments in 2009 and defending or settling all 2010 local property tax appeals.

BE IT FURTHER RESOLVED, that the Municipal Clerk be and the same is hereby directed to provide a true copy of this Resolution to the Warren County Board of Taxation, 202 Mansfield Street, Belvidere, New Jersey 07823.

Mr. Jewell moved resolution 2010-16 for adoption, Mr. Watters seconded the motion.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski

Abstained – None

Nay – None

Absent- Mr. Baldwin

#### RESOLUTION 2010-17

##### APPOINTMENT OF A FUND COMMISSIONER TO THE PUBLIC ALLIANCE INSURANCE COVERAGE FUND

BE IT RESOLVED, by the Township of Mansfield, County of Warren, State of New Jersey, that it hereby appoints Dena Hrebenak as the Fund Commissioner to the Public Alliance Insurance Coverage Fund; and

BE IT FURTHER RESOLVED that copies of this Resolution be forwarded to the following:

1. Public Alliance Insurance Coverage Fund

Ms. Nerbak moved resolution 2010-17 for adoption, Mr. Watters seconded the motion.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski  
Abstained – None  
Nay – None  
Absent- Mr. Baldwin

#### RESOLUTION 2010-18

WHEREAS, N.J.S. 40 A: 4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2010 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

WHEREAS, the date of this resolution is within the first thirty days of January, 2010; and

WHEREAS, the total appropriations in the 2009 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$4,957,525.65 and

WHEREAS, 26.25% of the total appropriations in the 2009 budget, exclusive of any appropriations made for interest and debt charges, capital improvement fund and public assistance in said 2008 budget is the sum of \$1,301,350.48

NOW, THEREFORE, BE IT RESOLVED that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for his records:

#### TEMPORARY APPROPRIATIONS - 2010

Salaries and Wages	700,000.00
Other Expenses	600,000.00

Mr. Watters moved resolution 2010-18 for adoption, Mayor Tomaszewski seconded the motion.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski  
Abstained – None  
Nay – None  
Absent- Mr. Baldwin

#### RESOLUTION 2010-19

WHEREAS, N.J.S. 40 A: 4-19 provides authority for appropriating in a temporary resolution the permanent debt service for the coming fiscal year providing that such resolution is not made earlier

than Dec. 20 of the year proceeding the beginning of the fiscal year; and

WHEREAS, the date of this resolution is subsequent to Dec. 1, 2009; and

WHEREAS, principal and interest will be due on various dates from Jan. 1, 2010 to Dec. 31, 2010, inclusive, on sundry bonds issued and outstanding:

NOW, THEREFORE, BE IT RESOLVED that the following appropriations be made to cover the period from Jan. 1, 2010 to Dec. 31, 2010, inclusive:

DEBT SERVICE - TOWNSHIP OF MANSFIELD

Bond Principle	165,284
Bond Interest	89,162.75
Loan Principle	22,500.00
Loan Interest	1,350.00
	<hr/>
	281,716.29

Mr. Watters moved resolution 2010-19 for adoption, Mr. Jewell seconded the motion.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski

Abstained – None

Nay – None

Absent- Mr. Baldwin

Mayor Tomaszewski made a motion to appoint Alice Mayberry to the Economic and Industrial Development Advisory Council for a one year term to expire 12/31/2010.

Ms. Nerbak made a motion to concur with said appointment, which was seconded by Mr. Jewell.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski

Abstained – None

Nay – None

Absent- Mr. Baldwin

Mr. Watters made a motion to adjourn the regular meeting at 12:28 pm, and go into the Reorganization Meeting of the Township of Mansfield Board of Health, seconded by Mr. Jewell.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski

Abstained – None

Nay – None

Absent- Mr. Baldwin

**MANSFIELD TOWNSHIP BOARD OF HEALTH**

REORGANIZATION MEETING  
JANUARY 1, 2010

This is the Reorganization Meeting of the Mansfield Township Board of Health.  
The notice requirements of the law have been satisfied for this meeting by notice to Star-Gazette  
and the Express Times, of the time, date and location thereof. Notice was also posted on the  
bulletin board located in the Municipal Building.

The Mansfield Township Board of Health shall not hold regularly scheduled meetings and shall call  
them only as the need requires and shall meet at the Municipal Building, 100 Port Murray Road,  
Port Murray, New Jersey

Mayor Tomaszewski called the meeting to order at 12:29 p.m.

ROLL CALL: Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski  
Absent- Mr. Baldwin

Mayor Tomaszewski appointed himself, Chairperson of the Board of Health and Dena Hrebenak,  
Secretary of the Board of Health for the year 2010.

Ms. Nerbak moved to concur with said appointments, Mr. Jewell seconded the motion.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski  
Abstained – None  
Nay – None  
Absent- Mr. Baldwin

HEALTH OFFICER:

Mayor Tomaszewski appointed Michael Deehan, M.D., as Health Officer of the Township of  
Mansfield for the year 2010. This is a non-salary position.

Mr. Watters moved to concur with said appointments, Mr. Jewell seconded the motion.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski  
Abstained – None  
Nay – None  
Absent- Mr. Baldwin

RESOLUTION BOH2010-01  
BOARD OF HEALTH  
OPEN PUBLIC MEETINGS ACT  
Chapter 231, P.L. 1975

WHEREAS, the legislature has adopted the Open Public Meetings Act, Chapter 231, P.L. 1975,  
which became effective on January 9, 1976; and

WHEREAS, the Board of Health of the Township of Mansfield being desirous of continuing to keep the public informed of its activities and to comply with the requirements of the aforesaid Act.

NOW, THEREFORE, BE IT RESOLVED:

1. In accordance with Section 13 of the Act, the Board of Health of the Township of Mansfield hereby announces that it shall not hold regularly scheduled meetings and shall call them only as need requires and shall meet at the Municipal Building, 100 Port Murray Road, Port Murray, New Jersey.
2. In accordance with Section 13 of the Act, the newspapers to which all notices required by the aforesaid Act are to be sent shall be any of the official newspapers of the municipality; Star-Gazette and the Express Times.
3. The public place at which all notices shall be posted shall be the bulletin board situated in the Municipal Building.

Mr. Jewell made a motion to approve the passage of BOH2010-01, Mayor Tomaszewski seconded the motion.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski

Abstained – None

Nay – None

Absent- Mr. Baldwin

MUNICIPAL REGISTRAR: Dena Hrebenak, appointed 1/1/09 for a three year term, which will expire 12/31/2012.

Ms. Nerbak moved to adjourn the Board of Health meeting at 12:31 pm, which was seconded by Mr. Watters.

Ayes – Mr. Jewell, Mr. Watters, Ms. Nerbak, Mayor Tomaszewski

Abstained – None

Nay – None

Absent- Mr. Baldwin

There being no further business, it was moved by Ms. Nerbak, seconded by Mr. Watters to adjourn the Reorganization Meeting at 12:32 p.m.

Respectfully Submitted,

Dena Hrebenak  
Municipal Clerk